

# NGFTS

National Guard Full-Time Support



## HUMAN RESOURCES INFORMATION LETTER



Oklahoma National Guard Human Resources Office

Joint Force Headquarters, Oklahoma National Guard  
Oklahoma City, Oklahoma 73111-4398

No. 12-03  
Date: 31 October 2012

## Excused Absence for Voting

**Subject:** Excused Absence for Voting

**References:** CPM-2012-07 Memo dated 5 October 2012

**Eligibility:** Current National Guard (NG) Technicians

**Effective Date:** 31 October 2012

**Use:** The Federal Government has a longstanding policy of granting employees limited time off from work (i.e., excused absence) to vote in Federal, State, county or municipal elections, or in referendums on any civic matter in their community. Agencies have discretionary authority to grant excused absence to the extent that such time off does not interfere with agency operations. **Typically, polling places throughout the United States are open for extended periods of time. In Oklahoma, the polls are open from 7:00 am to 7:00 pm. Therefore, excused absence should be used on a limited basis.**

A technician may be granted **up to** 3 hours excused absence where the polls are not open at least 3 hours either before or after an employee's regular work hours, **whichever requires the lesser amount of time off**. In most cases, only 30 minutes to an hour of excused absence would be needed to provide a technician a 3-hour window of opportunity to vote. A technician's "regular work hours" should be determined by reference to the time of day the employee normally arrives at and departs from work.

For example, the polls are open from 7:00 am to 7:00 pm. If a technician is scheduled to work from 6:30 am to 5:00 pm, the technician may be granted 1 hour of excused absence from 4:00 pm to 5:00 pm, if requested, because it is the lesser amount of time off. If the technician is scheduled to work from 12:00 pm to 10:30 pm, the employee would not be granted excused absence, since the technician would have at least 3 hours before their work schedule to vote.

**Your point of contact is CPT David Dickerson, Employee Services, (405) 228-5519.**

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